

Managing Your Members' Files

Each member must have a unique member file, to be kept in a standard manila folder. It is the Coordinator's responsibility to create, update and retain member file folders.

In each member file folder, staple the **Member File Record** (below) to the inside cover. When you receive a paper enrollment packet, use the **Enrollment Checklist** to ensure that all necessary forms are present. Please keep track of all correspondence with individual members on the **Contact Log**. Blank Member File Records are available at <http://www.mtcompact.org> by clicking Programs, Campus Corps, Coordinator Resources.

Members' file folder **tabs** should be labeled with four items:

Top Left

Member's name
(last, first, middle initial),

Top Right

Campus Initials

Bottom Left

Position Type (ST or SL) and Year
(Ex.: Service Team-ST '09-10)

Bottom Right

Term Length (Ex.: 300, 450, 1700, etc)

NOTE: Member File Records contain confidential information that needs to be kept in a locked and secure location. Please contact the MTCC office with any questions.

